



## Human Resources Intern

Are you interested in being part of a department that is forward thinking, innovative, and constantly evolving? Then, the Human Resources team in Fremont is the place for you.



**Apply Today!**

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

## THE POSITION

The Human Resources Intern will perform a variety of duties to support the Human Resources department. The candidate will gain real world experience by supporting the Payroll and Benefits division. The candidate will be exposed to a wide spectrum of work and projects while learning how the Human Resources department operates as a whole.

## EXAMPLES OF DUTIES

- ◆ Update and create employee files.
- ◆ Assist payroll with administrative duties.
- ◆ Assist with annual benefits open enrollment coordination.
- ◆ Assist with and/or manage projects, such as responding to salary surveys, EEO-4 reporting, I-9 forms audit, and unemployment claims.
- ◆ Sort and scan employee documents.
- ◆ Complete research on a variety of Human Resources topics.
- ◆ Perform related duties as assigned.

## CANDIDATE PROFILE

The Human Resources department is searching for an effective team player who is able to prioritize, work independently with minimal supervision and handle all matters with sensitivity and confidentiality. In addition, the successful candidate will be able to communicate clearly and concisely both orally and in writing, and have demonstrated skill in detail-oriented work. Candidates should possess a strong interest in gaining professional level experience within the public sector.

## EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: possession of a BA/BS or currently enrolled in a four-year university majoring in Human Resources, Public Administration, Business Administration or other closely related field, plus applicable volunteer or work experience.



## Tentative Recruitment Schedule

Recruitment Closes:	First review - Noon on July 27, 2015
Phone Interviews:	Week of August 3, 2015
Oral Board Interviews:	Week of August 10, 2015
Hire:	Week of August 17, 2015

## COMPENSATION & BENEFITS

The hourly annual salary is \$15 per hour with transportation and retirement benefits available for temporary employees.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include telephone or skype interviews, individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

**HUMAN RESOURCES DEPARTMENT**  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660



## Human Resources Intern - SUPPLEMENTAL QUESTIONNAIRE

### GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Human Resources Intern position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position. Your responses will be fully evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### DIRECTIONS:

Please respond to the following questions:

1. How much experience do you have supporting an In-House payroll processing department?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years or more
2. How many years of professional experience do you have providing face to face customer service ?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years or more
3. What is your highest level of education?
  - ☐ Did not complete high school or equivalent
  - ☐ High school diploma or equivalent
  - ☐ Some college
  - ☐ AA degree
  - ☐ Bachelor's degree or higher
4. What is your proficiency with Microsoft Excel?
  - ☐ None
  - ☐ Beginner
  - ☐ Intermediate
  - ☐ Advanced
  - ☐ Expert
5. If hired when can you begin an Intern Assignment?